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**From:** Byrne, Eric (DPH)  
**Sent:** Thursday, October 06, 2005 9:27 AM  
**To:** Brown, Marilyn (DPH); DPH-DL - BRHO-All-Staff; DPH-DL - CRHO-All-Staff; DPH-DL - MWRHO-All-Staff; DPH-DL - NERHO-All-Staff; DPH-DL - WRHO-All-Staff; Hanchett, James (DPH); Merriam, Carolyn (DPH); Popstefanija, Marija (DPH); Stevenson, Allan (DPH); Taucher, Helen (DPH)  
**Cc:** DPH-Help, Desk at 250 (DPH); Thibault, Mark (DPH)  
**Subject:** Important Reminder

**Importance:** High

Hello,

This is just a reminder that staff are now asked to log out - but leave computers on - at the end of each work day. You can do this by either selecting "Log out" or "Restart" from the shutdown menu.

This change of procedure allows computers to stay current with virus protection and operating system patches.

Any questions, please give me a call.

Thanks,  
-Eric

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